

Idaho Travel Council Choice Awards
Rating Instructions

- 1) Access ITC website at:
<http://apps.commerce.idaho.gov/Apps/ITCGrantCouncil/login.aspx>
- 2) Log In with ITCmember# and password (gapps).
- 3) Access Ads tab.
- 4) Select grant year (2011) and then click on Select/Rate button.
 - a) Please note to keep this less confusing between multiple grant years – you will always select the previous grant year as projects are actually accomplished during the current year.
 - b) Hover over the ad for the date it was submitted to view and open most recent submissions. This should help eliminate having to open all ads, unless you do not find one that you like and for this year only will help eliminate duplication from last year's selection process. ***Please note – this year is a transition year. Next year when 2012 is selected (always the previous grant cycle) none of the ads/brochures will have been previously considered.
- 5) Open link to ads or brochures.
- 6) If you want to choose that specific ad or brochure as your favorite, click Choose Me.
 - a. Your selection will be made and you will be able to view your vote on the Show Votes For button. Be sure you have selected the correct grant year.
 - b. If you want to change your vote: regional reps can change their mind as many times as desired...right up to the point when the grant analyst changes the application over from choosing favorites to posting ratings...at this point the vote is locked in.
- 7) To view the ranking click View/Rate button and you can see where the ad or brochure is ranked in the list.
- 8) *** Websites are not part of this voting process as they are normally not sent for approval through the Ad Approval process. They need to be viewed individually by regional reps. ITC reps may locate their respective regional websites at:
<http://commerce.idaho.gov/tourism-grants-and-resources/contacts/itc-grantees/> Click on the grantee name and the website will appear.
- 9) The ITC rep in charge of the Council Choice awards will send an email to the rest of the ITC indicating when the voting process is open and when it will close.
- 10) After the ITC Reps select their regional favorites, the grant analyst will switch the system over into final rating mode. The projects can be rated on a scale of 1 to 5 (with 5 being the best). The winners for each category will be based on the project rated the highest.